

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
246-06 **Effective Date:**
08/17/2016

Subject:
Special Events

Approved by:

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish guidelines for the handling of special events.

POLICY:

It is the policy of the Farmington Police Department to develop and implement plans for the handling of special events within the City of Farmington.

PROCEDURE:

The responsibility for coordinating and supervising special events shall be assigned to a single person, normally the Special Operations Lieutenant, who will plan and coordinate the activities associated with the special event and determine the type of police assistance necessary to handle the event. If the assistance required is minimal, the Special Operations Lieutenant may, at his discretion, designate or relinquish coordination of the event to a supervisor depending on the nature of the special event.

As soon as possible after notification that a specific event is planned, the Special Operations Lieutenant, or designee, shall contact the organizers of the event and determine:

- a. The nature of the event;
- b. The date, time and expected duration of the event;
- c. The location, including specific routes involved;
- d. The number of participants;
- e. Anticipated problems; and
- f. Special permits required, if any.

For larger events or demonstrations where there is a potential for violence, there may be a need for special considerations such as:

- a. The need to block off traffic, streets, sidewalks to ensure the safety of the participants;
- b. The number of personnel needed to handle the event;
- c. The need for specialized personnel;

- d. Notification of other affected agencies and personnel;
- e. The need for additional radio channels, communication equipment and coordination with Communications personnel;
- f. The need to gather intelligence for various sources on groups planning activities, which may involve violence.

The Special Operations Lieutenant, or designee, shall provide a written plan for the handling of the special event to include:

- a. Personnel needs, scheduling and assignments (to include a supervisor);
- b. Crowd control requirements;
- c. Traffic rerouting and control requirements; and
- d. Other pertinent information.

A copy of the plan shall be forwarded to the Chief of Police and any other unit affected by the operation. The assigned supervisor shall be responsible for ensuring coordination with other units and divisions within the Department and with outside assisting agencies.

Assignment of Special Weapons and Tactics Team Personnel:

The Special Weapons and Tactics team is available and may be utilized during any special event either as an augmentation to assigned manpower or as a specialized unit to handle projected problems associated with the event.

After Action Reports:

The Special Operations Lieutenant, or designee, will be responsible for conducting a debriefing of the event and providing an after-action report. The report should be a critique of the Department's role in the event, and should include recommendations, if any, to be used in planning for future events.